



City of Watertown
City Fees and Charges Schedule
Fiscal Year 2021-22

To Be Effective: July 1, 2021
Adopted: May 24, 2021

City of Watertown
City Fees and Charges Schedule
FY 2021-22

City Clerk Fees

Certified Copies

Certified Birth Certificate	\$10.00
Certified Death Certificate	\$10.00
Certified Marriage Certificate	\$10.00
Genealogy Search	\$22.00

Marriage License and Wedding Ceremony

Marriage License	\$40.00
Duplicate Marriage License	\$20.00
Wedding Ceremony	\$70.00

Dog License

Spayed or Neutered, per year	\$15.00
Not Spayed or Neutered, per year	\$25.00

Handicap Parking Permit

Permanent or Temporary	No Fee
Replacement for Lost Permit	\$2.00 processing fee

Racing and Wagering

Bingo, per occasion	\$18.75 + 3% of proceeds
Bell Jar, per year	\$25.00
Casino Nights, per occasion	\$25.00 + 5% of proceeds
Raffle - Category 1	\$25.00 + 2% of proceeds

Commissioner of Deeds

Application Fee	\$25.00
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Business Permits and Licenses

Vending in Public Streets, per year	\$100.00
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Garbage Collector, Private, per year

License Fee	\$250.00
Each Additional Vehicle	\$125.00
Inspection Fee for Each Vehicle	\$45.00

Liquidation Sale, per month

License Fee for 30 Days	\$500.00
Renewal of License for Additional 30 Days	\$50.00
If Sale is completed within 30 days, fee will be refunded all except for \$75	

Copy of City of Watertown Code Book

Current Cost of Publication

Copies

\$0.25 per page

Credit Card Processing Fees (In-Person)

Debit: \$2.50 flat fee per transaction*
 Credit: \$2.50 flat fee for transaction up to \$50; 4% of transaction for fee over \$50*

* Based on current merchant agreement

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City Comptroller Fees

Parking Ticket	\$30.00
15 Days After Issue Date	\$40.00
30 Days After Issue Date	\$45.00
Handicap Parking Ticket	\$50.00
Second or Subsequent Offense Within 2 Years	\$75.00
Returned Check Fee	\$20.00
Tax Certification	\$5.00
Tax Search	\$10.00
Lien Search Fee	\$95.00
Tax Sale Advertising Fee	\$15.00
Tax Sale Certificate Filing Fee	\$50.00
Tax Deed Preparation Fee	\$15.00
Online Bill Payment Processing Fee	
Presently for City Tax Bills, County Tax Bills, Delinquent School Tax Bills, Water/Sewer Bills and Sewer Permit Bills	
Debit/Credit	2.85% + \$0.28 per transaction*
eCheck	\$2.50 per transaction*

* Based on current merchant agreement

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Civil Service Fees

Open Competitive and Promotional Exams	\$15.00
Decentralized Exams	\$15.00
Uniformed Service Exams	\$25.00
Uniformed Promotional Exams	\$15.00

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Code Enforcement Fees

Building Fees for New Construction

Permit Fee Based on Estimated Cost of Work*

\$0 - \$500	\$5.00 (minimum fee)
\$501 - \$2,000	\$34.50
\$2,001 - \$25,000	\$34.50 for the first \$2,000; \$4.50 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$138.00 for the first \$25,000; \$2.00 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$188.00 for the first \$50,000; \$2.00 for each additional \$1,000 or fraction thereof
\$100,001 - \$250,000	\$288.00 for the first \$100,000; \$2.00 for each additional \$1,000 or fraction thereof
\$250,001 - \$500,000	\$588.00 for the first \$250,000; \$1.90 for each additional \$1,000 or fraction thereof
\$500,001 - \$1,000,000	\$1,063.00 for the first \$500,000; \$1.80 for each additional \$1,000 or fraction thereof
\$100,001 - \$5,000,000	\$1,963.00 for the first \$1,000,000; \$1.75 for each additional \$1,000 or fraction thereof

* Estimated Cost of Work for New Construction Calculated as Follows

Residential	\$150.00 per sq ft
Commercial	\$300.00 per sq ft
Industrial	\$400.00 per sq ft
Garage/Misc.	\$30.00 per sq ft

Building Fees for Maintenance & Repairs

Permit Fee Based on Estimated Cost of Work**

\$0 - \$500	\$5.00 (minimum fee)
\$501 - \$1,000	\$5.00 for the first \$500; \$2.00 for each additional \$100 or fraction thereof
\$1,001 and above	\$17.00 for the first \$1,000; \$2.00 for each additional \$1,000 or fraction thereof

** Estimated Cost of Work for Maintenance & Repairs Calculated as Follows

Residential	\$50.00 per sq ft
Commercial	\$100.00 per sq ft
Industrial	\$150.00 per sq ft
Garage/Misc.	\$15.00 per sq ft

Penalty Fee (Work Prior To Permit)

\$50.00

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Code Enforcement Fees (con't)

Various Permits

Sign - Residential	\$10.00
Sign - Business	\$75.00
Sign - Billboard/Sky Sign	\$100.00
Furnace	\$20.00
Woodstove	\$20.00
Hot Water Heater	\$20.00
Plumbing	\$20.00
Propane	\$20.00
Fence	\$20.00
Alarm System	\$20.00
Blasting	\$20.00
Fireworks	\$20.00
Operating Permit	\$20.00

Certificate of Occupancy

Final Certificate of Occupancy	\$0.00
First Provisional Certificate of Occupancy (up to 120 Days)	\$50.00
Extension Beyond the 120 Days From Date of Issuance	\$150.00

Certificate of Compliance

\$20.00

Licensed Master Plumber

Application Fee	\$50.00
Examination Fee (3 Exams)	\$75.00 per exam
Re-Examination Fee After 3 Months (3 Exams)	\$100.00 per exam
License Fee, Annual	\$250.00
Replacement of License Due to Loss	\$5.00

Demolition of Property Surcharge - in addition to direct costs of demolition \$3,000.00

Code Violation Surcharge - in addition to actual cost of restraining, correcting abating such condition (min charge 1 hr labor & 1 hr equipment) + materials [§120-37] \$250.00

Vacant Building Registry

Registration Fee	\$50.00
Administrative Fee (for failure to register)	\$150.00
Annual Inspection Fee	\$750.00

Miscellaneous Fees

Records Search	\$0.00
Plan Review - Residential 1 & 2 Family	\$0.00
Plan Review - Multifamily/Commercial & Industrial	
Projects costing \$19,999 or less	\$0.00
Projects costing \$20,000 or more w/NYS required stamped plans	\$50.00 per hour plus cost of permit
Black and White Photo Copies	\$0.25 per page
Color Photo Copies	\$1.00 per page

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Department of Public Works

Refuse and Garbage

Trash Sticker For Bag	\$3.25
Trash Tote Service	
32-Gallon Tote	\$48.10 per quarter
64-Gallon Tote	\$72.15 per quarter
96-Gallon Tote	\$96.20 per quarter

Property Maintenance Violation

Non-Sticker Bag Removal	\$5.00 per bag
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Bulk Drop Off Program (Fall Season)

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

On-Demand Bulk Item Curbside Collection Service (Summer Season)

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

Bus Fares

Individual Base Fare Adult	\$1.50
Individual Base Fare Adult, Half-Fare *	\$0.75
Children Under 12	\$0.50
Children Under 12, Half-Fare *	\$0.25
Transfer	No Charge
Coupon Book:	
Regular (10 Rides)	\$10.00
Regular (10 Rides), Half-Fare *	\$5.00
Regular (20 Rides)	\$20.00
Regular (20 Rides), Half-Fare *	\$10.00
Monthly Unlimited	\$40.00
Monthly Unlimited, Half-Fare *	\$20.00

* Half-Fare rate applies to senior citizens (65 years of age or older) and persons with disabilities and Medicare cardholders

Paratransit

Individual	\$3.00
(Fee based on two times the cost of standard Individual Base Fare Adult and allows for passenger and one caregiver)	

Snow Dump Permit

Per Truck, Up To Three Trucks Per Business	\$150.00
Flat Fee For Four or More Trucks Per Business	\$600.00

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Department of Public Works (con't)

Advertising Displays on CitiBus

Prices include rental of the advertising space only. Prices do NOT include artwork, materials, production, installation and removal. These are the responsibility of advertiser and must be approved by CITIBUS. and removal.

Driver Side/King Board (30" x 160")	
3 Months (\$175/mo)	\$525.00
6 Months (\$125/mo)	\$750.00
12 Months (\$105/mo)	\$1,260.00
Passenger Side/King Board (30" x 160")	
3 Months (\$175/mo)	\$525.00
6 Months (\$125/mo)	\$750.00
12 Months (\$105/mo)	\$1,260.00
Driver Side/Queen Board (30" x 70")	
3 Months (\$150/mo)	\$450.00
6 Months (\$100/mo)	\$600.00
12 Months (\$75/mo)	\$900.00
Passenger Side/Queen Board (30" x 70")	
3 Months (\$150/mo)	\$450.00
6 Months (\$100/mo)	\$600.00
12 Months (\$75/mo)	\$900.00
Back/Tail (21" x 72")	
3 Months (\$175/mo)	\$525.00
6 Months (\$150/mo)	\$900.00
12 Months (\$125/mo)	\$1,500.00
Interior/Rails (11" x 28")	
3 Months (\$35/mo)	\$105.00
6 Months (\$30/mo)	\$180.00
12 Months (\$25/mo)	\$300.00

* 10% Discount if year is paid in full

Conduit Access

Initial Fee	\$500.00
Monthly Fee, Per Foot of Conduit	\$0.031
Per the Franchise agreement - "If the City is required to be on-site for any request, an hourly rate of \$200 per hour will be assessed."	

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Engineering Fees

Floodplain Development Permit***	\$25.00
***in addition to any costs necessary for the review, inspection and approval of the project	
Dumpster Permit	\$50.00
Sidewalk Permit	\$0.00
Curbs and Pavement Cuts	
Curb Cuts	\$100.00
Pavement Cuts, up to 3 sq yds	\$200.00
Pavement Cuts, each additional sq yd thereafter	\$30.00
Specialty Pavement Cut	\$150.00 + actual cost of repair and replacement
Septic Tanks and Lateral Disconnections	
Septic Tank Permit	\$50.00
Disconnect & Plugging of Unused or Abandoned Lateral Sewers	\$50.00
Repair/Renewal of Existing Sanitary	\$0.00
Sewer Permits - Inside the City	
Residential Sanitary	\$100.00
Residential Storm	\$100.00
Commercial Sanitary	\$200.00
Commercial Storm	\$200.00
Industrial Sanitary	\$300.00
Industrial Storm	\$300.00
Sewer Permits - Outside the City	
Residential Sanitary	\$300.00
Residential Storm	\$300.00
Commercial Sanitary	\$550.00
Commercial Storm	\$550.00
Industrial Sanitary	\$550.00
Industrial Storm	\$550.00

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Parks and Recreation Fees*

* Military personnel and their immediate families, upon producing military ID, will be charged at the City Resident rate

Arena - Ice Time for Groups	City Resident	Non City Resident
Minor Hockey & Figure Skating / Student Groups		\$80.00 per hour
Adult and Non City Groups		\$120.00 per hour
Events Where Admission / Donation is Charged	\$150.00	\$188.00 per hour
School Ice Skating (Mon - Fri 12:00pm - 2:30pm)	\$2 per student to cover cost of skating and rentals	

Arena - Ice Time	City Resident	Non City Resident
Public Skating	\$3.00	\$4.00 per day
Public Skating (children under the age of 4 years old)	No Charge	No Charge
Season Public Skating Pass	\$125.00	\$156.00 season
Family Ice Skating Pass	\$250.00	\$313.00 season
Skate & Shoot	\$5.00	\$6.00 per day
Season Skate & Shoot Pass	\$125.00	\$156.00 season
Season Skate & Shoot Pass and Public Skate	\$200.00	\$250.00 season
Ice Skate Rental	\$3.00	\$4.00 per day
Ice Skate Rental (children under the age of 4 years old)	No Charge	No Charge
Ice Skate Sharpening	\$5.00	\$6.00 per day
Rock & Skate	\$5.00	\$6.00 per day
Slip Slide & Skate		
Per Season	\$25.00	\$50.00 season
Per Season - With Skate Rental	\$35.00	\$70.00 season
Broomball	\$5.00	\$6.00 per day
Broomball Equipment Rental	\$3.00	\$4.00 per broom
Replacement ID Card	\$5.00	\$6.00 per card

Arena - Rental of Space	City Resident	Non City Resident
Arena Rental / Performances	\$1,000.00	\$1,250.00 per day
Performances - Day Before / After	\$500.00	\$625.00 per day
Arena Rental Non Ice Time	\$100.00	\$125.00 per hour
Multipurpose Room - Daily	\$100.00	\$125.00 per day
Multipurpose Room - Hourly	\$25.00	\$31.00 per hour
Vendor Space	\$100.00	\$125.00 per day
Large Stage Set Up	\$1,000.00	\$1,250.00 per event
Small Stage Set Up	\$500.00	\$625.00 per event
Large Bleacher Set Up	\$500.00	\$625.00 per event
Small Bleacher Set Up	\$250.00	\$313.00 per event
PA System Rental	\$50.00	\$63.00 per event
Hang Signage	\$50.00	\$63.00 per hour
Hospitality Room	\$250.00	\$313.00 per day
Office Rental - Seasonal	\$500.00	\$625.00 per season
Office Rental - Daily	\$50.00	\$63.00 per day
Birthday Party Room	\$50.00	\$63.00 per party
Arena Concession - Per Vendor	\$250.00	\$313.00 per day
Arena Concession - Unlimited Concession Stands	\$1,000.00	\$1,250.00 per day
Craft and Vendor Fairs - Booth w/o Electricity	\$40.00	\$50.00 per day
Craft and Vendor Fairs - Booth w/ Electricity	\$50.00	\$63.00 per day

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Parks and Recreation Fees (con't)

Miscellaneous Arena Fees	City Resident	Non City Resident
Admission to Events		
Craft and Vendor Fairs	\$3.00	\$3.00 per day
Special Events Sponsored by Parks & Rec	\$5.00	\$5.00 per day
Advertising Fees		
Advertising Signs in Arena	\$400.00	\$500.00 May-Aug
Advertising on TV in Lobby	\$100.00	\$125.00 per month
Chairs and Table Rental	City Resident	Non City Resident
Chair Rental: Up to 500 Chairs		
	\$1.00	\$1.25 per day
Chair Rental: 501 - 1000		
	\$0.75	\$1.00 per day
Chair Rental: 1001+		
	\$0.50	\$0.75 per day
Table Rental: 1 - 20 Tables		
	\$4.00	\$5.00 per day
Table Rental: 21+ Tables		
	\$3.00	\$4.00 per day
Field Rental	City Resident	Non City Resident
Fairgrounds Main Baseball Field - Grandstand		
Hourly	\$75.00	\$100.00 per hour
Lights	\$75.00	\$100.00 per day
Fairgrounds Main Multipurpose Field - Outdoor Stadium		
Hourly	\$75.00	\$100.00 per hour
Lights	\$75.00	\$100.00 per day
Fairgrounds Horse Ring		
	\$60.00	\$75.00 per day
Municipal Fairgrounds Rental		
	\$250.00	\$313.00 per day
Other Athletic Fields		
Hourly	\$20.00	\$25.00 per hour
Lights	\$30.00	\$38.00 per day
Performances	\$1,000.00	\$1,250.00 per day
Day Before / After	\$500.00	\$625.00 per day
Practice - Schools Within City Limits & JCC		
	50%	N/A per hr
Field Rental For Tournaments	City Resident	Non City Resident
Main Fields - Non-Profit 501C3		
	\$41.00	\$51.00 per hour
Other Fields - Non-Profit 501C3		
	\$15.00	\$19.00 per hour
Regular For Profit Events		
	Hourly rate	Hourly rate per day
Additional Chalk Lining		
	\$25.00	\$31.00 per lining
Naming Rights - Athletic Fields (5 year term - fields used mid-April through early-October)		
Regular Athletic Fields (11)		
		\$1,000 per year
Regular Athletic Fields with lights (4)		
		\$1,500 per year
Main Multi-Purpose Field (1)		
		\$3,000 per year
Grandstand (1)		
		\$5,000 per year
Turf	City Resident	Non City Resident
	\$15.00	\$19.00 per bag

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Parks and Recreation Fees (con't)

Parking	City Resident	Non City Resident
Parking - Arena Concert / Performance / Show	\$1,500.00	\$1,875.00 per event
Parking - Outdoor Events	\$3,000.00	\$3,750.00 per event
RV sites	City Resident	Non City Resident
With Utility Hookup	\$25.00	\$31.00 per night
Without Utility Hookup	\$15.00	\$19.00 per night
Jefferson County Agriculture Society Fair		
Arena Rental - Fair		\$3,000.00 fair
RV Sites - Fair Week		\$75.00 per site
Concessions - Jeff Co Ag Society		\$1,000.00 fair
Marquee Advertising	City Resident	Non City Resident
Non Parks and Recreation Events - Daily	\$10.00	\$13.00 per day
Non Parks and Recreation Events - Weekly	\$50.00	\$63.00 per week
Miscellaneous Parks and Recreation Fees	City Resident	Non City Resident
Vendor Fee	\$50.00	\$63.00 per event
Vendor Fee - Large Event	\$300.00	\$375.00 per event
Alcohol Permit Processing Fee	\$10.00	\$13.00 per day
Pavilion Rentals	City Resident	Non City Resident
Mayor Butler Pavilion	\$50.00	\$63.00 per day
Fairgrounds Pavilion	\$50.00	\$63.00 per day
Veterans Memorial Pavilion	\$50.00	\$63.00 per day
Marble Park Pavilion	\$50.00	\$63.00 per day
Thompson Park		
Large Pavilion - One of Four Quarters	\$50.00	\$63.00 per day
Large Pavilion - Full	\$200.00	\$250.00 per day
Picnic Areas	\$10.00	\$13.00 per day
Rotary Pavilion	\$50.00	\$63.00 per day
Pinnacle Pavilion	\$50.00	\$63.00 per day
Band Stand	\$25.00	\$31.00 per day
Thompson Park - Garbage Removal for Large Groups		
1-99 people		\$25.00 per day
100-199 people		\$50.00 per day
200+ people		\$75.00 per day
Bubble Ball	City Resident	Non City Resident
Bubble Ball Rental	\$5.00	\$6.00
Bubble Ball Event Fee	\$100.00	\$125.00

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Parks and Recreation Fees (con't)

Team Sports Programs

Men's and Coed Adult Softball	\$300.00	per team
Sunday Softball	\$300.00	per team
Volleyball Team	\$200.00	per team
Kickball Team	\$225.00	per team
Soccer Tournament	\$225.00	per team
Basketball Tournament	\$125.00	per team
Soccer Teams	\$225.00	per team
Sunday Football League	\$250.00	per team

Baseball and Softball Adult

Athletic Tournaments	City Resident	Non City Resident
	\$200.00	\$300.00 per team

Parks and Recreation Programs

	City Resident	Non City Resident
Tennis Clinic	\$30.00	\$60.00 per person
Golf Lessons	\$35.00	\$70.00 per person
Youth Baseball & Softball Leagues	\$15.00	\$30.00 per person
Youth Swimming Lessons	\$15.00	\$30.00 per person
Fishing Clinic	\$30.00	\$60.00 per person
Family Yoga	\$10.00	\$20.00 per person
Scuba Diving Lessons	\$30.00	\$60.00 per person
Kid's Zumba	\$15.00	\$30.00 per person
Youth Running Club	\$20.00	\$40.00 per person
Horseback Riding Lessons	\$50.00	\$100.00 per person
Archery Day Camp	\$15.00	\$30.00 per person
Archery Week Camp	\$40.00	\$80.00 per person
Boot Camp Exercise Program	\$25.00	\$50.00 per person
Youth Camps	\$25.00	\$50.00 per person
Parks and Recreation Classes	\$25.00	\$50.00 per person

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Police Fees

Bike License	\$1.00
Copies	\$0.25 per page
Incident Report	\$0.25 per page
Motor Vehicle Report	\$0.25 per page
Records (Background) Check	\$10.00

Police Academy

Tuition	\$1,700.00 per enrollee
Tuition Credits	\$25.00 per instructor hour provided to Academy Training
Books and Supplies	\$300.00

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Planning Department Fees

Zoning Reviews

Special Use Permit	\$125.00
Site Plan Minor Review *	\$150.00
Site Plan Major Review **	\$250.00
Site Plan Waiver	\$75.00
Variance of Use or Area	\$200.00
Zoning Interpretation	\$200.00
Zone Change	\$125.00
Subdivision Review	\$150.00

* Site Plan Minor is defined as neither a Site Plan Waiver nor a Site Plan Major

** Site Plan Major is defined as a site plan approval application which involves the